

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130056-2

4.

Classification

CONTROL NO.

DDS/OL/LSD

4

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

LSD/BSB Imprest Fund

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies) B&F; Finance; LSD; BSB.
Six	Monthly	

7. FORMAT (memorandum, form computer print-out, etc) #282	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
LSD/BSB	Form 2773a Form 1159

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 9-4	5.23	X	1/2		2.62	X	12		31.44
GS 4-1	2.81	X	1/2		1.40	X	12		16.80

B. COSTS OF COMPUTER PRODUCED REPORTS

12 TOTAL COSTS PER YEAR

\$48.24

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Development of sagacious and prudent reporting designed to support and further expand sound management of Division and overall Logistics affairs in the accounting of funds.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE		---	25X1
	DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
Approved For Release 2006/11/13	CIA-RDP75-00399R000100130056-2 Reports Officer, LSD/OL	

FORM 142
Classification

(22-96-49)

25X1